

CabVista: Understanding Regular Bookings

As well as the information in the User Guide, here is some extra information about Regular (Repeat) Bookings that you find useful:

Understanding existing Regular Bookings:

- for any job, look at the "**Next date**" on the right-hand-side of the screen ... this tells you the next date that this job will be added to your bookings. You can edit this date if you wish/need to, but usually it will be updated automatically for you by CabVista.
- "**End date ?**": leave this unticked, unless you know you want this job to stop after a certain date (eg: you only have a 6-month contract). If you do have a finite contract, then tick it and enter the end date of the contract in "End date".
- "**Frequency**": set this to how often you want the job to be booked.

Adding a new Regular Booking:

You are now ready to add your regular bookings. Most people do this at the end of each month, ready for the next month. So if it was currently the week before February (for example), then you might do it now, ready for February.

Each job is then added according to the rules you have set above.

For example: if "Next date" is 4/2/13 and "frequency" is "One day per week", then when you click "**Schedule now**", bookings will be made for 4/2/13, 11/2/13, 18/2/13, 25/2/13.

Those are your bookings for Feb.

At the end of Feb, repeat the process to make your bookings for March.

At any time, you can check that your regular bookings have been booked by going to "Job Planning -> Future Job Listings".

Any questions, please ask: info@cabvista.com